



Thrift Savings Plan BULLETIN

for Agency TSP Representatives

Subject: Revision of Form TSP-1, Thrift Savings Plan Election Form

Date: July 25, 2002

The Federal Retirement Thrift Investment Board (Board) has revised the Thrift Savings Plan (TSP) Election Form (TSP-1) to modify the information on the back of the form regarding the dates of the TSP open seasons and the TSP contribution limits.¹ A copy of this revision, dated August 2002, is attached to this bulletin.

Although the information that must be completed on Form TSP-1 and the instructions for processing Form TSP-1 have not changed, this bulletin supersedes TSP Bulletin 01-7, dated March 14, 2001, to provide information on the distribution of the August 2002 version of the form and to cite updated TSP bulletins.

I. Distribution of Form TSP-1

The Board will send each agency central distribution point a supply of the August 2002 version of Form TSP-1. Each central distribution point should receive an amount equal to approximately 30 percent of its work force by September 2, 2002. Upon receipt, agency central distribution points must distribute these forms appropriately to the personnel (or administrative) offices in the agency that are responsible for providing Form TSP-1 to employees.

To obtain additional supplies, agencies may order the form by following the procedures contained in TSP Bulletin 95-1, dated January 3, 1995. The August 2002 version of the form will also be available from the TSP Web site at www.tsp.gov beginning August 23, 2002.

(continued on next page)

¹ As discussed in TSP Bulletin 02-12, dated May 2, 2002, after the close of the May 15 through July 31, 2002, open season, the dates of the open seasons will change to April 15 through June 30 and October 15 through December 31.

Inquiries: Questions concerning this bulletin should be directed to the Federal Retirement Thrift Investment Board at **202-942-1460**.

Chapter: This bulletin may be filed in Chapter 6, Establishing and Maintaining Accounts.

Supersedes: This bulletin supersedes TSP Bulletin 01-7, Revision of Form TSP-1, Election Form, dated March 14, 2001.

II. Making Contribution Elections

A. Paper elections

Employees use Form TSP-1 to make TSP contribution elections. Agencies are responsible for the processing of these forms and for addressing claims from their employees regarding erroneous processing. In addition, agencies must answer questions from their employees about completing Form TSP-1.

B. Electronic elections

Employees may also make TSP contribution elections electronically if their agencies have a process in place that allows them to do so (e.g., Employee Express or PostalEASE).

If agencies allow electronic elections, they are responsible for processing these elections just as they are responsible for processing paper elections. Agencies must address claims from their employees regarding erroneous processing, and they must answer questions from their employees about making electronic elections. **Agencies should not refer employees to the Board or to the TSP record keeper, the National Finance Center (NFC), to resolve issues relating to electronic contribution elections.**

In addition, agencies must ensure that their employees understand that Personal Identification Numbers (PINs) that are assigned by agencies for use in their systems are **not** the same as the PIN that is assigned by the TSP for use in the TSP system. Employees must use their TSP PIN to obtain account information from the TSP Web site or the ThriftLine.

III. Processing Form TSP-1

To process TSP contribution elections, agencies must:

A. Ensure that the election was made properly.

A contribution election must be expressed as a whole number (i.e., a whole percentage or a whole dollar amount) and cannot exceed the employee contribution limit.² If Form TSP-1 is used, the employee must sign the form. If the election is electronic, the employee must provide an electronic signature.

If an election cannot be processed, the employee should be notified.

B. Set the effective date of the election.

See TSP Bulletin 01-4 for instructions on setting effective dates of TSP contribution elections.

² See TSP Bulletins 01-3 and 02-12 for information on the statutory change to the TSP contribution limits that had been established by the Federal Employees' Retirement System Act of 1986.

- C. Notify the employee of the effective date and retain information about the election.

If the election is made on Form TSP-1, the employee should receive a copy of the form after the agency completes Section V, For Employing Office Use Only. The form should then be filed in the employee's Official Personnel Folder (or similar pay-related folder).

If the election is electronic, the employee should receive confirmation of the election and its effective date. Agencies must have the capability to retrieve electronic elections so that TSP information may be provided to another Federal agency if an employee transfers, or to an appropriate agency official if an employee files a claim for error correction.

- D. If the employee elected to terminate contributions, determine the date the employee may resume TSP contributions.
1. If the election was received during an open season, the employee may resume contributions the next open season.
 2. If the election was received outside an open season, the employee may not resume contributions until the second open season following the termination.

- E. Enter the paper election into the agency payroll system.

After the election has been entered in the system, it should be reviewed to determine whether it was entered correctly. If not, the entry should be corrected.

- F. Determine and report TSP contributions.

Payroll offices must determine the TSP contributions of their employees using the contribution elections and the basic pay earned for the pay period and report these contributions to NFC each pay period. To report TSP contributions, payroll offices must submit payment records, as described in TSP Bulletin 02-19, dated June 27, 2002.



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Deputy Director
Office of External Affairs

Attachment: Thrift Savings Plan Election Form (TSP-1), 8/2002



THRIFT SAVINGS PLAN ELECTION FORM

TSP-1

- Use this form to:
- Start your contributions to the Thrift Savings Plan (TSP)
 - Change the amount of your contributions to the TSP
 - Stop your contributions to the TSP

Before completing this form, please read the *Summary of the Thrift Savings Plan for Federal Employees* and the instructions on the back of this form. Type or print all information. **Return the completed form to your agency personnel office.** Your agency will return a copy to you after completing Section V.

Note: To allocate your contributions among the five investment funds, see the instructions in the General Information section on the back of this form. This form cannot be used for that purpose.

I. INFORMATION ABOUT YOU

1. _____
Name (Last) (First) (Middle)
2. _____
Street Address City State Zip Code
3. _____
Social Security Number
4. (_____) _____
Daytime Phone (Area Code and Number)
5. _____
Office Identification (Agency and Organization)

II. START OR CHANGE YOUR CONTRIBUTIONS

To start or change the amount of your contributions to your TSP account, enter either a whole percentage of your basic pay per pay period (Item 6) **OR** a whole dollar amount per pay period (Item 7). Skip to Section IV.

6. _____ .0% **OR** 7. \$ _____ .00

III. STOP YOUR CONTRIBUTIONS

To stop your contributions to the TSP, check Item 8 and complete Section IV. (If you are a FERS employee and you are eligible to receive agency automatic (1%) Contributions, those 1% contributions will continue. Read the instructions on the back.)

8. ☐ I want to stop contributing to my TSP account. I understand that my payroll contributions will stop no later than the first full pay period after my agency employing office receives this form.

IV. SIGNATURE

9. _____
Participant's Signature
10. _____
Date Signed (mm/dd/yyyy)

V. FOR EMPLOYING OFFICE USE ONLY

11. _____
Payroll Office Number
12. _____
Effective Date (mm/dd/yyyy)
13. _____
New Eligibility Date (mm/dd/yyyy)
(if participant completed Section III)
14. _____
Signature of Employing Office Official
15. _____
Receipt Date (mm/dd/yyyy)
16. _____
Remarks

PRIVACY ACT NOTICE. We are authorized to request this information under 5 U.S.C. chapter 84. Executive Order 9397 authorizes us to ask for your Social Security number, which will be used to identify your account. We will use the information you provide on this form to process your TSP election. This information may be shared with other Federal agencies for statistical, auditing, or archiving purposes. In addition, we may share the information with law enforcement agencies investigating a violation

of civil or criminal law, or agencies implementing a statute, rule, or order. It may be shared with congressional offices, private sector audit firms, spouses, former spouses, and beneficiaries, and their attorneys. We may also disclose relevant portions of the information to appropriate parties engaged in litigation. You are not required by law to provide this information, but if you do not provide it, we will not be able to process your request.

ORIGINAL TO PERSONNEL FOLDER
Provide a copy to the employee and to the payroll office.

Form TSP-1 (8/2002)
PREVIOUS EDITIONS OBSOLETE

INFORMATION AND INSTRUCTIONS

GENERAL INFORMATION

To start or change your contributions, submit this form within 60 days of your Federal appointment or during a TSP open season. Open season dates are April 15 – June 30 and October 15 – December 31.

To stop your contributions, submit this form at any time. (See Section III.)

Your TSP election will stay in effect until you submit another election during a subsequent TSP open season or until you leave Federal service.

Important Note for New TSP Participants: All contributions to your account will be invested in the Government Securities Investment (G) Fund until you direct the TSP record keeper to allocate your contributions differently. There are five TSP funds; the Plan Summary describes the funds and discusses their risks and advantages.

To allocate your contributions among the five investment funds, use the TSP Web site (www.tsp.gov), the ThriftLine ((504) 255-8777), or Form TSP-50, Investment Allocation. If you use the Web site or the ThriftLine, you will need your Social Security number and your TSP Personal Identification Number (PIN). If you are a new participant, you will receive your PIN by mail after your account has been established. If you choose to submit Form TSP-50, do not do so until you receive a letter from the TSP record keeper confirming that your new account has been established. If your account has not been established, Form TSP-50 will not be accepted.

If you change your address, notify your agency personnel office immediately so that your agency can correct your records for your TSP account.

SECTION I

Complete all items in this section.

SECTION II

Complete this section to start your TSP contributions or to change the amount you are contributing to the TSP. Complete **either** Item 6 **or** Item 7.

Item 6, Percentage of Basic Pay per Pay Period. You may contribute up to the limits specified in the table below (but not exceeding the Internal Revenue Code (IRC) annual elective deferral limit). If you specify a percentage, your contribution amount will automatically increase when you receive a pay raise.

For Pay Periods Beginning:

	FERS	CSRS	IRC Limit
Before December 2002	12%	7%	2002 \$11,000
December 2002	13%	8%	2003 \$12,000
December 2003	14%	9%	2004 \$13,000
December 2004	15%	10%	2005 \$14,000
December 2005 and thereafter	TSP contribution limits eliminated		2006 \$15,000

Item 7, Dollar Amount per Pay Period. The dollar amount you contribute cannot exceed the percentages shown above. You can contribute as little as \$1 per pay period. If you specify a dollar amount, it will not change until you submit a new Form TSP-1.

SECTION III

Complete this section to stop your contributions. If you stop contributing during a TSP open season, you will not be able to start again until the next TSP open season. If you stop contributing outside an open season, you will not be able to start again until the second open season after this form is received by your agency employing office.

Note: If you are a FERS employee, you may change the way your Agency Automatic (1%) Contributions are allocated even if you are not contributing to your account. You can use the TSP Web site, the ThriftLine, or Form TSP-50, as described in "General Information" above.

SECTION IV

You must complete this section.

SECTION V

*(To be completed
by personnel
office)*

In Item 12, enter the effective date of the election. An election made within 60 days of the employee's Federal appointment must be made effective no later than the first full pay period after receipt of Form TSP-1. Elections made during an open season to begin or change contributions must not be made effective before the first full pay period of the last month of the open season (i.e., June and December).

If a participant chooses to stop contributing to the TSP (Section III), the termination should be made effective no later than the first full pay period after receipt of the form. In Item 13, enter the date on which the participant may resume contributing to the TSP.

In Item 15, enter the receipt date. This is the date that a **properly completed** form is received by the agency personnel office; if the form has not been properly completed, it should be returned to the employee.